

General Information being requested from each interviewee.

NAME

RESPONSIBILITIES

DATES (Arrival in Vietnam and Departure; assumption of responsibilities on the Desk and conclusion thereof)

NAMES (Others known to have been responsible for an important part of the program in Vietnam)

STATEMENT (What was the individual's responsibility; why suggested)

GENERAL COMMENTARY (Work performed, relationship with others - GVN and US Government elements, progress - accomplishments and failures, support required, Hqs. and Station guidance and coordination)

SPECIFIC COMMENTS (Unusual and effective aspects of the program which may have been successful and could or should be applied to Agency efforts in other developing countries, approaches and procedures found to be productive in your activity, lessons learned - mistakes, failures, shortcomings - why and what might be done in the future to improve the Agency operations in the field or Hqs.)

REFERENCE AND BACKGROUND MATERIALS (Identify and if possible provide a copy of reports or studies prepared earlier which cast light upon your responsibilities and actual activities, list any periodic reports which may include references to your operations)

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In the preparation of the above, keep in mind that your information will be used in the preparation of a history of the Agency efforts in Vietnam and support thereto, from 1950 to December 1963. A most important use of the assembled and correlated material will be the inclusion of pertinent parts, as examples or case histories, in appropriate Agency training courses. It is also intended that the history and attachments will provide basic documentary material of utilitarian benefit to individuals assigned similar or parallel responsibilities in other developing countries.